

# Staff Code of Conduct Policy



**Santa  
Sabina  
College**

## 1.0 Rationale

- 1.1 The aim of this *Code of Conduct* is to outline the standards of behaviour expected of all staff members of Santa Sabina College (the College).
- 1.2 This *Code of Conduct* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.
- 1.3 The *Code of Conduct* places an obligation on all staff members to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

This *Code of Conduct* applies to all staff members of the College whether employed on a permanent, temporary or casual basis.

## 2.0 Who has to comply with the *Code of Conduct*?

- 2.1 All staff members must be aware of and comply with this Code of Conduct.

Therefore, you must:

- conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College
- comply with the College's policies, guidelines and procedures
- act ethically and responsibly
- be accountable for your actions and decisions.

### 2.2 General

This *Code of Conduct* is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this *Code of Conduct* at any time.

Nothing in this *Code of Conduct* should be taken to limit the circumstances in Respect of which the College may take disciplinary action in respect of a staff member.

### 2.3 Secondary Employment

Staff members must seek and obtain approval from the College Principal prior to engaging in any secondary employment or business activity, including employment within a family company. Approval for secondary employment is still required when staff are on leave, including periods of Long Service Leave or Leave Without Pay.

## 2.4 Contractors and Volunteers

Contractors, consultants and volunteers working with the College must be aware of this *Code of Conduct* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this *Code of Conduct* may result in the engagement of a contractor, consultant or volunteer being terminated. Parents/carers who volunteer are required to undertake the Working with Children Check for volunteers. Contractors are also required to have a Working with Children Check for paid employees.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of their engagement.

## 3.0 What is expected of you as a staff member?

As a staff member, you should be aware of the College's policies, guidelines and procedures, particularly those that apply to your work. Many of these are available online, others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy or guideline with which you must comply, you should seek clarification from the College Principal or Direct Report/Line Manager.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

### 3.1 As a College staff member, you are expected to:

- perform your duties to the best of your ability and be accountable for your performance
- follow reasonable instructions given by your Direct Report/Line Manager or their delegate
- comply with lawful directions
- carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
- act honestly and in good faith in fulfilling your duties
- be courteous and responsive in dealing with your colleagues, students, parents/carers and members of the public
- work collaboratively with your colleagues
- ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.

#### 4.0 What happens if I breach the *Code of Conduct*?

As a College staff member, you hold a position of trust and are accountable for your actions.

- 4.1 The consequences of inappropriate behaviour and breaches of this *Code of Conduct* will depend on the nature of the breach.
- 4.2 Staff members should report possible breaches by colleagues to their team leader or the College Principal. If the possible breach is by their Direct Report/Line Manager then it should be reported to the College Principal.
- 4.3 Factors the College may consider when deciding what action to take may include:
  - the seriousness of the breach
  - the likelihood of the breach occurring again
  - whether the staff member has committed the breach more than once
  - the risk the breach poses to staff members, students or any others
  - whether the breach would be serious enough to warrant formal disciplinary action.
- 4.4 Actions that may be taken by the College in respect of a breach of the *Code of Conduct* include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The College will reserve the right to determine in its entirety the response to any breach of this *Code of Conduct*.

#### 5.0 Required Reporting

Staff members are required to report certain information to the College.

- 5.1 All staff members are required to inform the College Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the College Principal if you become the subject of an Apprehended Violence Order.
- 5.2 If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the College Principal, who may be required to inform the police.
- 5.3 As a College staff member, you must report to the College Principal:
  - any concerns that you may have about the safety, welfare and wellbeing of a child or young person
  - any concerns you may have about the inappropriate actions of any other staff member, contractor or volunteer that involves children or young people
  - any concerns you may have about any other staff member, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and

- if you become aware that a staff member, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'
- if you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College
- if your Working With Children Check clearance is cancelled or if you are or become a *disqualified*<sup>1</sup> person from working or volunteering with children.

You should refer to the College's [Child Safeguarding Policy](#) for further information about these obligations.

- 5.4 Please note that teachers and some other staff members have mandatory reporting obligations under the *Children and Young Persons (Care and Protection) Act* 1998 (NSW) where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the College's Child Safeguarding Policy for further information about these obligations.

## 6.0 Respect for People

The College expects staff members to treat each other with respect and courtesy. Our daily interaction with others reflects on the College's reputation. Therefore, all staff members are expected to be approachable, courteous and prompt in dealing with other people, including students, parents/carers, other staff members and members of the community.

- 6.1 Staff members who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 6.2 Similarly, it is important for you to treat your colleagues, other staff members, contractors, students and parents/carers with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other staff members, contractors, students and parents/carers is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 6.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any staff member, contractor, student or parent/carer. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Prevention of Discrimination, Harassment and Bullying Guidelines. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act* 1977 or federal discrimination legislation.

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<sup>1</sup> As defined in the *NSW Child Protection (Working With Children) Act* 2012 Section 18

Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

- 6.4 You should ensure that you are aware of the College's [Prevention of Discrimination, Harassment and Bullying Guidelines](#). If you believe you are being unlawfully harassed or discriminated against or bullied:
- Where you feel comfortable, ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your Direct Report/Line Manager in the first instance to seek guidance on how to do this; and/or
  - Raise the issue as a grievance in accordance with the College's Prevention of Discrimination, Harassment and Bullying Guidelines as soon as possible after the incident(s) have occurred.
- 6.5 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

## **7.0 Duty of Care and Work Health and Safety**

As a College staff member, you have a duty of care to students in your charge to take all reasonable steps to protect students from risk of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring in the College
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at the College.

- 7.1 As a College staff member, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted, for example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 7.2 Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 7.3 You should ensure that you are aware of the page on Veritas Online which outlines your duty of care and policies and guidelines relating to Excursions and Immersions.

## **8.0 Work, Health and Safety**

- 8.1 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to

ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

- 8.2 Considerations of safety relate to both physical and psychological wellbeing of individuals, and you have a responsibility to report any behaviour that you consider unsafe.
- 8.3 You should ensure that you undertake training provided by the College in relation to your duty of care and safety issues and are aware of the College's Work Health & Safety documentation.

## **9.0 Supervision of students**

- 9.1 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 9.2 You should be familiar with and comply with the College's evacuation procedures.
- 9.3 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 9.4 You should remain with students at after College activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your Direct Report/Line Manager.
- 9.5 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.
- 9.6 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Student Anti-bullying Guidelines.
- 9.7 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact Student Services on the Secondary Campus or the Front Office on the Primary Campus.
- 9.8 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students (see Student Medical Treatment Guidelines).

## **10.0 Professional Relationships between Staff members and Students**

As a College staff member, you are expected to always behave in ways that promote the safety, welfare and wellbeing of the children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed. While not all staff members are required to manage and supervise

students, it is important for all College staff members to understand and observe the College's child safeguarding policies.

#### **10.1 Supervision of students**

You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your Direct Report/Line Manager and/or the College Principal.

10.2 You should never drive a student in your car unless you have specific permission from your Direct Report/Line Manager and/or the College Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your Direct Report/Line Manager.

10.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

10.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

#### **10.5 Physical contact with students**

You must not impose physical punishment on a student in the course of your professional duties.

10.6 When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

10.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

10.8 When congratulating a student, a handshake, or pat on the shoulder are acceptable as long as the student is comfortable with this action. Kissing or hugging of students is not acceptable.

10.9 Assessing a student who is injured or ill may necessitate touching the Student. Always advise the student of what you intend doing and seek their consent.

10.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents.

#### **10.11 Relationships with students**

You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents/carers. You are reminded of:

- the law prohibiting sexual relations with a person under the age of consent (16 years)
- the law prohibiting sexual relations between a teacher and their student under the age of 18 years.

10.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College.

10.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your Direct Report/Line Manager and/or the College Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

10.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

10.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.

10.16 You must not:

- invite students to your home
- visit students at their home
- attend parties or socialise with students unless you have the express permission of the College Principal and their parents/carers.

10.17 You must not engage in tutoring or coaching students from the College without the express permission of the College Principal.

10.18 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site.

10.19 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student.



- 10.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessment and have those endorsed by a Direct Report/Line Manager.
- 10.21 You should be aware of, and sensitive to, children with culturally diverse indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.
- 10.22 You must not have any contact with students using your personal and private social media forums, including texting, Instagram and Facebook.
- 10.23 You must not 'friend' an ex-student until they have turned 23 years.
- 10.24 **Child Safeguarding Policy**  
You must be aware of and comply with the College's [Child Safeguarding Policy](#).
- 10.25 You must report any concerns you may have about any other staff member, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the College Principal. This includes self disclosure if the allegation involves you.
- 10.26 Broadly, 'reportable conduct' includes:
- any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence)
  - any assault, ill-treatment or neglect of a child
  - any behaviour that causes psychological harm to a child whether or not the child consents.
- 10.27 Reportable conduct does not extend to:
- conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards
  - the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures
  - conduct that is exempted from notification by a Class or Kind Agreement.<sup>2</sup>
- 10.28 For further information about 'reportable conduct' see the College's Child Safeguarding Policy.
- 10.29 The requirements outlined in relation to supervision, physical contact and relationships with students set professional boundaries in relation to your

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<sup>2</sup> A Class or Kind Agreement is an agreement between the Ombudsman and an agency (eg the Association of Independent Schools of NSW on behalf of its member schools) that allows for certain kinds of less serious reportable conduct to be exempted from notification to the Ombudsman but the Head of Agency must still conduct a workplace investigation.

behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

#### 10.30 **The Working With Children Check**

The Working With Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector<sup>3</sup>.

- 10.31 You must have a Working With Children Check clearance which will be valid for a period of five (5) years. You are responsible for renewing your Working With Children Check every five (5) years, as per the implementation schedule outlined on the *Office of the Children's Guardian* (OCG) website and College's Child Safeguarding Policy.

### 11.0 **Appropriate use of electronic communication and Social Networking Sites**

The College provides electronic communication facilities for its students and staff members for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

- 11.1 You must comply with the College's Digital Technology Guidelines. This includes:
- exercising good judgement when using electronic mail, following the principles of ethical behaviour
  - using appropriate and professional language in electronic mail messages
  - being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them
  - not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene
  - not inviting students into your personal social networking site or accept an invitation to theirs
  - not using social networking sites to email or contact students
  - remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden
  - reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites
  - you must not 'friend' an ex-student until they have turned 23 years of age.

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<sup>3</sup> If you are already in paid child-related work, or you are a volunteer, this will be phased in over a five year period commencing 15 June 2013, according to schedule provided by the Office of the Children's Guardian.

- 11.2 You must never use the College's networks to view, upload, download or circulate any of the following materials:
- sexually related or pornographic messages or material
  - violent or hate-related messages or material
  - racist or other offensive messages aimed at a particular group or individual
  - malicious, libellous or slanderous messages or material
  - subversive or other messages or material related to illegal activities.

## **12.0 Use of Drugs, Alcohol and Tobacco**

Work Health and Safety is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous cooperation.

- 12.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.
- 12.2 As a College staff member, you must:
- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances
  - not consume illegal drugs or non-prescribed and/or restricted substances while at work
  - notify your Direct Report/Line Manager if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug
  - take action to resolve any alcohol or other drug-related problems that you have
  - consulted with your Direct Report/Line Manager or College Principal if you are concerned about working with other staff members who may be affected by drugs or alcohol.
- 12.3 **Drugs and Alcohol**
- As a College staff member, you must not:
- have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police
  - give students or other staff members illegal drugs or restricted substances, or encourage or condone their use
  - supply or administer prescription or non-prescription drugs to students unless authorised to do so.
- 12.4 You must not take alcohol to the College or consume it during College Hours or at any College function at any time College students are present, including those events conducted outside College premises unless expressly permitted to do so by the College Principal. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fundraising events.

12.5 You must not:

- purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years)
- encourage or condone the use of alcohol by students of any age during educational activities.

12.6 **Tobacco**

You must not smoke or permit smoking in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.

12.7 You must not purchase tobacco/vapes or tobacco products for any College Student, or give them tobacco/vapes or tobacco products.

### 13.0 Identifying and Managing Conflicts of Interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

13.1 As a College staff member, you must not act in conflict with the College's best interests. A conflict of interests can involve:

- pecuniary interests i.e. financial gain or loss or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives or close friends (where these interests are known)
- the interests of your own business partners or associates, or those of your workplace
- the interests of your friends.

13.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to the College Principal, especially during recruitment.

13.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

### 14.0 Declaring Gifts, Benefits and Bribes

As a staff member you may be offered a gift or benefit as an act of gratitude. There are some circumstances when, if you refuse a gift, it would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgement when deciding whether to accept a gift or benefit.

- 14.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the College Principal.
- 14.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its staff members.
- 14.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.
- 14.4 When such a gift is accepted, you must advise the College Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 14.5 Sometimes staff members might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your Direct Report/Line Manager or the College Principal who will determine how the prize should be treated and recorded.

## **15.0 Communication and Protecting Confidential Information**

### **15.1 Communication**

You are required to comply with the College's Grievances and Disputes Guidelines for Students and Parents/Carers.

- 15.2 You should be mindful of confidentiality when in discussions with parents/carers. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 15.3 You should not disclose personal information about another staff member to students or parents/carers or discuss their work performance, except if authorised by the College Principal in the context of grievance resolution.
- 15.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.
- 15.5 The media should not be given access to students or allowed entry to the College without the express permission of the College Principal. You should not make any comments to the media about the College, students or parents/carers without the express permission of the College Principal.

### **15.6 Confidential information**

As a College staff member, you must only use confidential information for the work-related purpose it was intended.

15.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the College Principal.

15.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

15.9 **Privacy**

Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.

15.10 You should always exercise caution and sound judgement in discussing the personal information of students, parents, staff and other people with other College staff members. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.

**16.0 Record Keeping**

16.1 All staff members have a responsibility:

- to create and maintain full, accurate and honest records of their activities, decisions and other business transactions
- to capture or store records in the College's record systems.

16.2 You must not destroy or remove records without appropriate authority.

16.3 Direct Report/Line Managers have a responsibility to ensure that the staff members reporting to them comply with their records management obligations.

16.4 Staff members responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.

16.5 Staff members must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

16.6 Staff must record all student data and staff information on College devices. Staff are not to record students on their own devices.

**17.0 Copyright and Intellectual Property**

17.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

17.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the College.

- 17.3 The College cannot give away or assign its intellectual property without the approval of the College Principal.
- 17.4 If you develop material that relates to your employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in your own time or at home.
- 17.5 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the College Principal.

## 18.0 Approval and Review

<b>Authorised by:</b> College Principal
<b>Authorisation date:</b> March 2023
<b>Policy implementation date:</b> March 2023
<b>Version:</b> 6
<b>Policy Unique Identifier:</b> 213.6
<b>Policy rescinded/replaced:</b> 25.05 - Code of Conduct
<b>Next Review Date:</b> March 2025 or as determined by the College Principal if required earlier
<b>Notes:</b>